

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

ELIGIBILITY SUPPORT ASSISTANT

Role Title: Administrative and Office Specialist III

Position # 00341

Pay Band 3, Level II, Hiring Range: \$24,969 - \$39,000

Closing Date: February 22, 2016

Appeals Division seeks administrative professional to provide administrative support to paralegals and hearing officers on the Eligibility Team. This position is responsible for performing a variety of program and operational support duties of increasing complexity to include scheduling, confirming, and tracking administration appeals hearings; organizing and maintaining case files; and responding to telephone inquiries. This position also supports the paralegal and hearing officer positions, as needed, on administrative tasks, and support a team atmosphere within the Division. Qualified applicants must have strong working knowledge of office protocol, procedures, and equipment. Requires proven attention to detail, and working knowledge of business writing, including the rules of grammar and punctuation. Requires demonstrated ability to organize large volumes of work and must be able to handle multiple priorities. Must be proficient using the PC with word processing, spreadsheet, and database software; experience with Oracle databases is a plus. Requires demonstrated ability to work in a team as well as independently. Must have demonstrated ability to communicate with the public and all levels of staff in a courteous and professional manner while maintaining confidentiality of complex and sensitive information. Requires demonstrated ability to collect, assemble and process information; make independent decisions to maintain efficient work flow; and communicate effectively to the public, professional staff and high level officials. Experience in executive-level administrative assistant and/or administrative support positions preferred. Prefer high school graduate with some college coursework in office administration, business administration, or human services field.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS by **11:59 p.m.** on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <https://virginiajobs.peopleadmin.com/>

DMAS: http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx

Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.

EEO/AA/ADA